

Command Letter Head

From: Commanding Officer, (*insert name of command*)

To: (*insert member's Name, Rank/Rate, Branch,
SSN/Designator*)

Subj: DESIGNATION AS COMMAND URINALYSIS COORDINATOR

Ref: (a) OPNAVINST 5350.4C

1. Per reference (a) you are hereby appointed as the Command Urinalysis Coordinator for (*insert name of command*).
2. You will familiarize yourself thoroughly with reference (a) as it provides valuable information regarding your duties.
3. This authorization is rescinded upon your transfer from these duties and/or this command.

SIGNED BY THE CO